

JO-R2

REGULATION ON STUDENT CUMULATIVE RECORDS

Do not destroy records of students with special needs who are on NHSEIS (NH Special Education Information System) - Easy IEP. Records must be permanently kept intact for any child who is on NHSEIS - Easy IEP, who is being considered as a special needs student, or who has been discharged as a special needs student.

A Student's Record Folder Should Contain:

- Registration Information: registration form, birth certificate, and if applicable, home language survey, residency affidavit, legal documentation pertaining to the student.
- Copy of Report Cards
- Standardized test results - NWEA, NECAP
- Anecdotal Records - signed and dated (non-judgmental)

When Applicable:

- Referrals
- Referral Reports
- Placement Papers
- NHSEIS – Easy IEP Forms and NHSEIS – Easy IEP coding on Folder

Principals and Assistant Principals are responsible for these records.

The following should be sent to Grade 6, (Middle School) with the Student Folder:

1. Student's Cumulative Folder
2. Health File
3. Special Education File (if applicable)

The Cumulative Record Folder is to be used through Grade 12, and kept for one year, at which time, it is discarded. Special needs records should be kept indefinitely.

Nurses keep separate Health Records.

Adopted: April 8, 1993
Amended: August 14, 2014